DOCUMENT RESUME

ED 476 125 HE 035 535

AUTHOR	Leaming, Deryl R., Ed.
TITLE	Managing People: A Guide for Department Chairs and Deans.
ISBN	ISBN-1-882982-53-3
PUB DATE	2003-00-00
NOTE	251p.
AVAILABLE FROM	Anker Publishing Company, Inc., P.O. Box 2247, Williston, VT 05495-2247 ($39.95). Tel: 877-212-3838 (Toll Free); Fax: 802-864-7626. Web site: http://www.ankerpub.com.
PUB TYPE	Books (010) -- Collected Works - General (020) -- Guides - Non-Classroom (055)
EDRS PRICE	Document Not Available From EDRS.
DESCRIPTORS	Administrator Guides; *Educational Administration; *Higher Education; *Institutional Personnel; *Personnel Management

ABSTRACT

This book is a collection of essays by experienced department chairs, deans, and vice-presidents. Each essay discusses a different aspect of people management in higher education, explaining the issues and offering suggestions and resources. The chapters are: (1) "Understanding Yourself" (Deryl R. Leaming); (2) "Understanding and Communicating with Others" (Daniel W. Wheeler); (3) "Establishing a Positive Leadership Approach" (Lynn M. Little); (4) "Creating Consensus among Faculty" (Deryl R. Leaming); (5) "Using Meetings To Create Cohesion" (Joan DeQuire North); (6) "Winning Over Your Detractors" (Thomas R. McDaniel); (7) "Stripping Away Negative Defenses" (Elliott A. Pood); (8) "Handling Conflict with Difficult Faculty" (Ben Bissell); (9) "Dealing with Troubled Faculty" (Howard B. Altman); (10) "Improving the Odds of Hiring the Right Person" (Baron Perlman and Lee I. McCann); (11) "Using Evaluation To Enhance Faculty Performance and Satisfaction" (Nancy Van Note Chism); (12) "Building and Maintaining Morale" (Deryl R. Leaming); and (13) "Putting All the Pieces Together To Be a Better People Manager and Leader" (Deryl R. Leaming). (Contains 128 references.) (SLD)

Reproductions supplied by EDRS are the best that can be made from the original document.